



# CHIEF OF POLICE

West Hartford Police Department

February 2018

## The Community

The Town of West Hartford, geographically located in central Connecticut, was incorporated in 1854. Since then, the community has grown to become a culturally and socio-economically diverse, family-oriented community with a population of over 63,000. The community prides itself on its overall attractiveness, well-maintained and safe neighborhoods, comprehensive and responsive public safety services, a strong business sector and dynamic, engaged citizenry. The Town has been recognized for the depth and breadth of its recreational and cultural programs and vibrant retail and dining districts. West Hartford has a highly regarded public school system that has been rated as one of the best in the state and the nation. The Town encompasses 22.2 square miles (14,080 acres). West Hartford is adjacent to and west of Hartford, the state capital and, as such, enjoys the benefits and challenges of a first-ring suburban community. Other immediate neighboring towns are Bloomfield, New Britain, Newington, Farmington, and Avon.

## Organizational Values

The Town of West Hartford is dedicated to providing quality services, as established by Town policy makers, in a responsive and cost effective manner. This commitment to quality depends on a dedicated partnership between residents, elected officials and the employees of the Town.

Expectations and values are shared by all to ensure organizational excellence and service quality. They are:

- Getting close to our customers
- Enhancing our public image.
- Improving relations among all employees.
- Being on the leading edge of technology.
- Committed to long range fiscal and administrative planning.



"The Town of West Hartford is dynamic and diverse, offering the best of the urban and suburban experience. We are an inclusive and engaged community with caring and responsible leadership. Our residents are enriched by excellent public schools, outstanding public safety, vibrant public spaces, and programs and services for all ages. The unique cultural, shopping and dining opportunities throughout town make us a regional destination. West Hartford is a great place to live, work, play, and retire."

- Shari Cantor, Mayor



## Police Department Mission Statement

*The West Hartford Police Department, in active cooperation with our community, will enforce all laws and work to improve the quality of life. We will treat every individual with fairness and respect. We will accomplish this mission by providing professional, high quality police services.*

## Key facts about the Town

In 1919, the Town of West Hartford became the first municipality in Connecticut to adopt the Council-Manager form of government. The Town Manager serves as the Chief Executive Officer responsible for carrying out the policies of the nine-member Council. The Police Chief is a member of the senior leadership team and reports directly to the Town Manager.

Population	63,396
Median Age	42
Median Income	\$84,092
Housing Units	24,910
Median Price	\$304,000
Public Schoolchildren	9,844
Graduation rate	94.0%
Bachelor or higher degrees	59%
Total businesses	2,046
Net Grand List	\$5,900,026,028
% White/Non-White	74%/26%
Poverty Rate	7.9%
Unemployment Rate	4.7%





## The Police Department's primary goals are:

- To provide prompt and professional response to medical emergencies, vehicular accidents or crimes reported in West Hartford.
- To work in cooperation with residents, business owners, interest groups and other town agencies to maintain the high standards for which this community is known.
- To further the professionalism of law enforcement as a whole.
- To deliver a high level of service in the most cost efficient manner possible.
- To maintain the perception of safety among residents and visitors to the Town.



## West Hartford Police Department

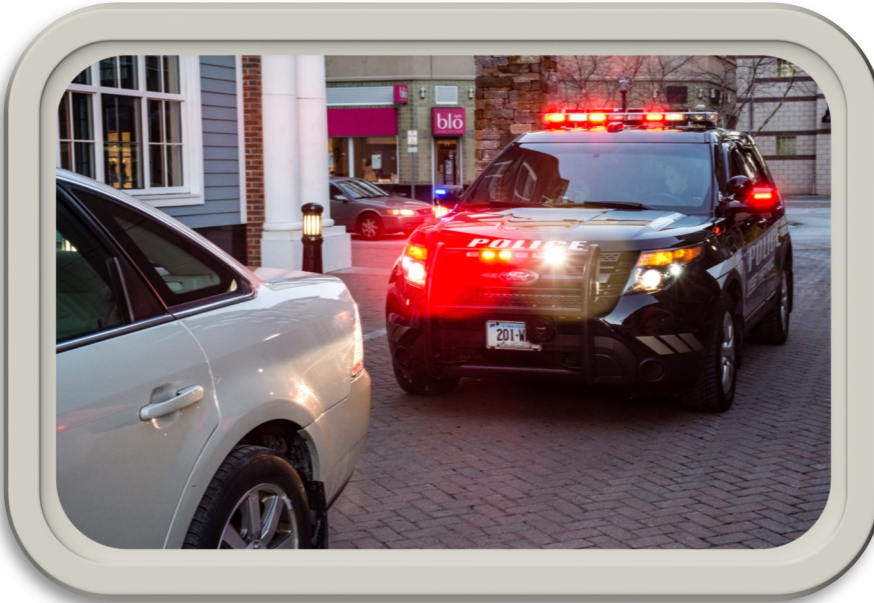
The West Hartford Police Department is one of the largest municipal police departments in the State of Connecticut. In active cooperation with the community, the department is a full-service law enforcement agency that provides quality and responsive services to citizens, residents and visitors and enforces laws working continually to improve the quality of life in town. The department's mission since 1920 has been to be among the safest communities in the region. This is accomplished by providing professional, high quality police services. Members of the West Hartford Police Department enjoy the community's trust, but never take that trust for granted.

The West Hartford Police Department consists of 154 full time employees - 134 sworn officer positions and 20 civilian personnel. The department also manages 41 school crossing guards working for the West Hartford Public Schools.

### Key Police Department Statistics—Fiscal Year 2016 & 2017

Activity	FY 2016	FY 2017
Reported crimes or town ordinance violations	11,709	10,971
Service and medical calls	31,955	27,512
Motor vehicle accidents	2,460	2,498
Number of motor vehicle stops	9,255	6,959
Total calls for service	65,483	45,374
Number of criminal arrests	1,719	1,237
Number of motor vehicle arrests	5,313	5,036
Number of DUI arrests	157	93

The department is organized into several major divisions including Patrol, Traffic, Investigative Services (Detectives and Special Investigations Unit), Youth Services, Community Relations, Training, Animal Control, Emergency Reporting Center (ERC), Police Communications, and Records Control. There are also other specialized units (SWAT, K9, Scuba, CIT, Bike Squad, Motor Unit, EAP).



## West Hartford Police Department (Continued):

The Police Department works collaboratively with the West Hartford Fire Department. The ERC answers more than 65,000 telephone calls each year from citizens reporting emergencies, requesting aid or needing information. ERC also provides dispatching service for the Fire Department including emergency medical dispatch for the Town's paramedic services.

The Town of West Hartford is currently seeking an experienced, progressive law enforcement leader to serve as the 9th Police Chief in the department's history. The Police Chief is responsible for planning, directing, and managing all functions and operations of the Police Department through enforcement of laws and ordinances, the prevention of crime, and protection of life and property. The position will manage a \$14.8 million dollar operating budget, and work collaboratively with department personnel, other municipal departments, civic leaders, community organizations and school administrators to identify and meet the town's needs.

Essential functions of the position include:

- Consults with and advises the Town Manager on Police operations and issues. Plans, organizes and directs departmental activities in the enforcement of laws and ordinances, the prevention of crime, preservation of peace and the protection of life and property. Analyzes information on departmental effectiveness and efficiency and plans for short and long-term resources, procedures, and scheduling to meet objectives.
- Directs operations of the department through Assistant Chiefs and Division commanders; monitors overall crime trends, evaluates and administers Police programs such as crime prevention, criminal arrest and prosecution, juvenile assistance, traffic management, emergency services; responds to emergency situations involving department facilities and personnel. Assures effective and timely response to emergency situations.
- Directs the investigations of major criminal offenses; directs and coordinates special investigations involving other Town departments concerning criminal or administrative matters. Oversees special investigations and civilian complaint investigations. Coordinates police activities with local, state and federal law enforcement agencies. Directs the management of special police services to private contractors, businesses and members of the public.

### Demographics

#### Race/Ethnicity (2010—2014)

White	47,160
Black	4,485
Asian Pacific	4,194
Native American	10
Other/Multi-Race	3,577
Hispanic (Any Race)	6,259







## Ideal Candidate

*The ideal candidate will be a strong, confident, progressive law enforcement leader with outstanding communication skills. The candidate will have professional work experience in municipalities with similar demographics and complexity. With a commitment to diversity, the new chief will be open to innovative ideas and perspectives to address contemporary law enforcement demands. The Chief will be approachable and personable and an individual who embodies integrity and has a strong moral and ethical compass. The new Chief will have strong relationship-building skills to work with all members of the Police organization and community as a whole, will be visible and involved, decisive and responsive and will hold themselves and all members of the department accountable.*

## West Hartford Police Department (Continued):

- Inspects and evaluates the operations of the department through direct review of activities, reports and documents; ensures compliance with Federal and State requirements. Directs the preparation and maintenance of police records and files; provides information to regulatory agencies and prepares required narrative and statistical reports, forms, and records.
- Selects and supervises, directly and through subordinates, departmental personnel; conducts and reviews performance evaluations; approves salary adjustments and authorizes disciplinary actions; administers and complies with all collective bargaining agreements, Personnel Rules and departmental policies and procedures. Responsible for personnel actions including the hiring, assignment, disciplinary action, and terminations; Ensures appropriate administration of all collective bargaining agreements and day to day labor relations. Participates in negotiations with employee organizations; resolves or assists in resolving union grievances.
- Provides appropriate staff development and training for employees to improve performance, assure standard safety procedures are utilized and to be in full compliance with all local, state, and federal laws and requirements.
- Directs and oversees the preparation of the annual department operating budget and capital budget; participates in the presentation and defending of the budget to appropriate authorities; administers approved budget and revises operations to affect economies. Monitors and controls budgetary expenditures of departmental fund allocations and develops strategies for resolving department budget problems; recommends, reviews specifications and authorizes purchase of equipment and supplies in accordance with Town policies and procedures.
- Cooperates with other law enforcement agencies and confers with other town offices in recommending crime prevention and safety measures.
- Attends meetings and appropriate boards, commissions and community organizations to answer questions and to present reports, plans and recommendations; confers with Town officials and the public to provide information and resolve problems; speaks in public with news media and before community groups, schools, social service agencies.

## Qualifications:

Graduation from an accredited college or university with a bachelor's degree in Criminal Justice, Law Enforcement or Public Administration or a related field; Ten (10) years of progressively responsible experience in Police work, including service at the division command level, or a combination of education and experience deemed equivalent by the Executive Director of Human Resources, including the command level experience.

Must hold and maintain a valid Connecticut driver's license and a driving record compliant with the Town of West Hartford Safe Driving policy.

This is a highly visible public administrative position with consequent demands and pressures of office including interactions with public and media exposure. Attendance and participation required at numerous meetings or events.

Must be State of Connecticut POST certified or eligible for comparative certification by POST. Must be a citizen of the United States.

## Compensation:

The hiring salary for this position will be \$130,000—\$150,000 dependent upon the qualifications and experience of the candidate. The Town offers a comprehensive benefit package including health, dental, pension and retiree health.

## Application Process:

To be considered, please submit a letter of interest, resume, including salary history, and five professional references to Patricia Morowsky, Assistant Director of Human Resources, Town of West Hartford, 50 South Main Street, West Hartford, CT 06107. The deadline to apply for this position is Friday, February 16, 2018.





# Police Department – Organization Overview

